Date

Address Line 1

Address Line 2

Dear Members of *[CURRENT CONGREGATION]*,

 For the past few weeks, I have been deliberating a divine call to serve at *[CALLING CONGREGATION]* as *[POSITION]*. It has been such a privilege to deliberate both this call and the call I currently hold her. This time has given me a chance to reflect on what a blessing this congregation has been in my life and to refocus on what part I have to play in the gospel ministry happening here.

 After seeking the guidance of the Holy Spirit and my family, friends, colleagues, and congregation members here and at the congregation that extended a call to me, I have decided to return the call to serveat *[CALLING CONGREGATION]*. Please keep their ministry in your prayers. I am looking forward to continuing to serve as a part of the ministry here.

With Christian love,

Name

Church

cc: